



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

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*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

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**Agenda Item 8c**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Peter Banning, Interim Executive Officer

**MEETING DATE:** February 2, 2015

**SUBJECT:** Authorization to Participate in County P-Card Program

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**RECOMMENDATION**

Direct staff to (1) prepare materials for participation in the County's credit card ("P-Card") program and (2) following anticipated action by the Board of Supervisors on February 10, 2015, adopt usage guidelines and approve extension of the program to "special districts," organizations such as LAFCO provided service by the County Auditor-Controller.

**DISCUSSION**

At the Commission's December 1, 2014 meeting, the Commission made clear its intention to avail itself of credit card services for use at conference events and for small purchases in limited circumstances. The Commission deferred action at the request of the County Auditor-Controller in order to allow time for the County to complete preparations for making this service available to County departments and special districts receiving service from her office.

Commission staff and members Bennett and Kelly met with the Auditor-Controller, Tracy Schulze, to discuss the Commission's intentions and the Auditor-Controller's need for a secure and transparent process. Staff has subsequently met with Ms. Schulze, who described the process that will be offered to the County Board of Supervisors for approval at its meeting February 10, 2015. That process includes extensive guidelines and security procedures including a requirement that external participating organizations such as LAFCO adopt a resolution subscribing to the County's policies, designating uses and employees authorized to use the "P-Card" issued under this program.

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Joan Bennett, Chair  
Councilmember, City of American Canyon

Greg Pitts, Commissioner  
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner  
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Diane Dillon, Vice Chair  
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner  
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Keith Caldwell, Alternate Commissioner  
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Peter Banning  
Interim Executive Officer

Despite the apparent delays in development of the program and the seemingly elaborate procedures under consideration, LAFCO staff has concluded that the Commission's participation in the County's program is preferable to development of separate policies and procedures for its own program. The need for use of a credit card for conference expenses and other minor purchases is not urgent.

The County Board will consider adoption of credit card program procedures and guidelines at its meeting February 10, 2015. Staff recommends that the Commission direct staff to prepare materials for participation in the County's program following that action and consider participation in the County's credit card program at the Commission's next meeting. If the Commission is not satisfied with the County's program when it is adopted in final form, it can direct staff to propose a separate program under the Commission's authority.